



Westmorland Branch

## **Fire Emergency Plan**

### **YOU THE HIRER ARE 'THE RESPONSIBLE PERSON'**

#### **Before the event**

**Familiarise yourself with all the instructions on safety. And the layout of the room and location of fire doors and extinguishers.**

Check all exit routes are clear. Function room, kitchen, reception.

Check extinguishers in location. Only CO2 fire extinguishers for liquid and electrical fires. All others not for liquid or electrical fires.

Fire Blankets in Kitchen

If you bring electrical equipment it must be pat tested.

Inform helpers of escape routes. Check if anyone would need extra assistance to evacuate.

Draw attention to the fire action plan. The assembly point is by Victrix wall.

#### **In the event of a FIRE**

**Sound the alarm from the nearest fire alarm box.**

Take control and give loud clear instructions to evacuate from the nearest exit and assemble against Victrix wall.

Dial 999 for the emergency services. There is no phone in the Hall so have a mobile available.

Do not take risks. Use emergency equipment only if safe and confident to do so.

Do not return to the building

Contact a keyholder Number in firebox.